

Memorandum 4-96

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Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts



SUBJECT: GROUP LEADERS' MEETING, May 11, 1953

To: Group Leaders

From: David R. Brown

Date: May 12, 1953

Present: Jay W. Forrester, C. W. Adams, D. R. Brown, S. H. Dodd, R. R. Everett,  
H. Fahnstock, N. H. Taylor, P. Youtz, and J. B. Bennett (for item I)

- Agenda:
1. Biweekly Report
  2. Badges and Clearance
  3. Organization List
  4. Non-Staff Wage Review

1. Biweekly Report

The deadlines and responsibilities for the revised Biweekly Report will be those presented in Section I of Bennett's memorandum to the Group Leaders. The outline of the Biweekly Report will be as follows:

Section I Cape Cod System

- 1.1 Group 61
- 1.2 Group 65
- 1.3 Group 64

Section II Whirlwind II

- 2.1 Group 62
- 2.2 Group 63

Section III Central Services

- 3.1 Purchasing and Stock
- 3.2 Construction
- 3.3 Component Analysis and Standards
- 3.4 Test Equipment
- 3.5 Publications
- 3.6 Drafting
- 3.7 Administration and Personnel

The revised Biweekly Report will have the overall classification Confidential. Each entry, however, will be individually classified.

Group Leaders should inform the Publications Department of their alternates so that the editing and writing of summary reports can be done on schedule

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without fail. The summaries by Section Leaders and Group Leaders should not be merely a digest of the reports submitted by the men working for them. In many cases, the Section Leader or Group Leader will be able to write an informative summary report setting down facts and observations in their proper perspective without having the reports of other staff members before him.

A second Biweekly Report, unclassified, will be issued by Adams' Group. This report will include a section on Mathematics, Coding, and Applications and another section on Operation and Maintenance of the WWI Computer. This second section may be abstracted from the main classified Biweekly Report.

2. Badges and Clearance

In the future, no confidential clearances will be granted until the Institute has received Air Force approval for the clearance. This means that new people will have no clearance for several weeks.

The Division of Defense Laboratory staff will have only Lincoln Badges in the future.

3. Organization List

A new revised Organization List is being prepared by Fahnestock and Proctor. Group Leaders will make the necessary revisions.

4. Non-Staff Wage Review

The non-staff wage review for Division 6 is handled directly with the DIC Personnel Office. Recently a survey was made by the DIC Personnel Office to compare rates in Division 6 with rates in other parts of the Lincoln Laboratory. Division 6 has been low in some cases and inequities are being corrected.

Signed \_\_\_\_\_

*David R. Brown*  
David R. Brown  
Secretary

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